
OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN

***Prepared by:
Division of Facilities Management and Support
Services***

DEPARTMENT OF CHILDREN'S SERVICES

Revised April 2008



State of Tennessee

**PROGRAM OCCUPATIONAL SAFETY AND HEALTH PLAN
FOR THE DEPARTMENT OF CHILDREN'S SERVICES 2008**

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program for the employees of the **Department of Children's Services**.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The **Department of Children's Services** in electing to establish and maintain an effective occupational safety and health program for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine program effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the occupational and health program.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this program, the following definitions apply:

- a. "ACT" or "TOSHA Act" shall mean the Tennessee Occupational Safety and Health Act of 1972.
- b. "APPOINTING AUTHORITY" means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board commission, division, or other agency of this employer.

- c. "CHIEF EXECUTIVE OFFICER" means the chief administrative official as may be applicable.
- d. "COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT" means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- e. "DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH" or "DIRECTOR" means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the occupational safety and health program for the employees of the **Department of Children's Services. This is the DCS Departmental Safety Officer.**
- f. "DISCRIMINATION" means any disciplinary action, including Intimidate, Threaten, Restrain, Coerce, Blacklist, Discharge or in any other manner of discrimination taken by an employer against an employee for exercising his or her rights under T.C.A. § 50-3-409 because the employee has engaged in protected activity.
- g. "EMPLOYEE" means any person performing services for this employer and listed on the payroll of this employer, either part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their servants and employees.
- h. "EMPLOYER" means the **Tennessee Department of Children's Services** and includes each administrative department, board, commission, division, or other agency of the **Department of Children's Services.**
- i. "ESTABLISHMENT" or "WORKSITE" means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- j. "GOVERNING BODY" means the Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the government agency to which this plan applies.
- k. "IMMINENT DANGER" means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- l. "INSPECTOR(S)" means the individual(s)/or coordinators appointed or designated by the Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s)/officer(s) is appointed, inspections shall be conducted by the Director of Occupational Safety and Health.
- m. "PERSON" means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- n. "SERIOUS INJURY or HARM" means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. a part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be

- permanently reduced), or
2. a part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- o. "STANDARD" means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this program are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this program.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHA Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Director or Inspector/or Coordinator at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Director immediately after the occurrence.

V. ADMINISTRATION

- a. The Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program.
 1. The Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this program.
 2. The Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Director.
 3. The Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this program.
 4. The Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this program.
 5. The Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. The Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this occupational safety and health program within their respective areas.
 1. The administrative or operational head shall follow the directions of the Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents,

injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Director along with his findings and/or recommendations in accordance with APPENDIX V of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 or which may, in the future, be developed and promulgated. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees.

VII. VARIANCE PROCEDURE

The Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities

or technology.

- ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective program for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental program as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

- a. Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet, RECORDKEEPING REQUIREMENTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Revised 1978) or as may be prescribed by the Tennessee Department of Labor and Workforce Development.
- b. The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix II to this plan.
- c. Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix V to this plan.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section IV of this plan).
- b. Upon receipt of the complaint letter, the Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be

reasonably expected to be seen by the complainant for a period of three (3) working days.

- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

- a. Director and/or Compliance Inspector(s):
 - 1. Arrangements will be made for the Director and/or Compliance Inspector/officer(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies.
 - 2. Reference materials, manuals, equipment, etc., deemed necessary for use in conducting compliance inspections, conducting local training, and writing technical reports, will be furnished to inform officials, supervisors, and employees of the existence of safety and health hazards.
- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, at a minimum:

 - 1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
 - 2. Instruct employees who are required to handle poisons, acids, caustics, explosives, and other harmful or dangerous substances in the safe handling and use of such items and make them aware of the potential hazards, proper handling procedures, personal protective measures, person hygiene, etc., which may be required.
 - 3. Instruct employees who may be exposed to environments where harmful plants or animals are present of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or

exposure.

4. Instruct employees required to handle or use flammable liquids, gases, or toxic materials in their safe handling and use and make employees aware of specific requirements contained in Subparts H and M and other applicable subparts of TOSHA Act standards (1910 and/or 1926).
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. "Confined or enclosed space" means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4') in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an occupational safety and health program that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed 90 calendar days.

- a. In order to carry out the purposes of this program, the Director and/or Compliance Inspector/Officer(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting

the remaining portions of the establishment, facility, or worksite.

- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 - 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 - 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Director.
 - 2. Records are made of the inspections and of any discrepancies found and are forwarded to the Director.
- i. The Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Said inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 - 1. The Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 - 2. If the alleged imminent danger situation is determined to have merit by the Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.

3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Director describing in detail the imminent danger and its abatement. This report will be maintained by the Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
1. Any refusal to abate an imminent danger situation shall be reported to the Director and Chief Executive Officer immediately.
 2. The Director and/or Department Commissioner shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post, or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to be violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the

order may advise the Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this program.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this occupational safety and health program which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this program or when relevant in any proceeding under this program. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

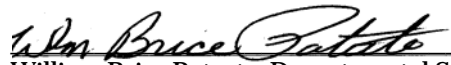
The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, resolution, or executive order, as applicable, which regulates safety and health in employment and places of employment shall

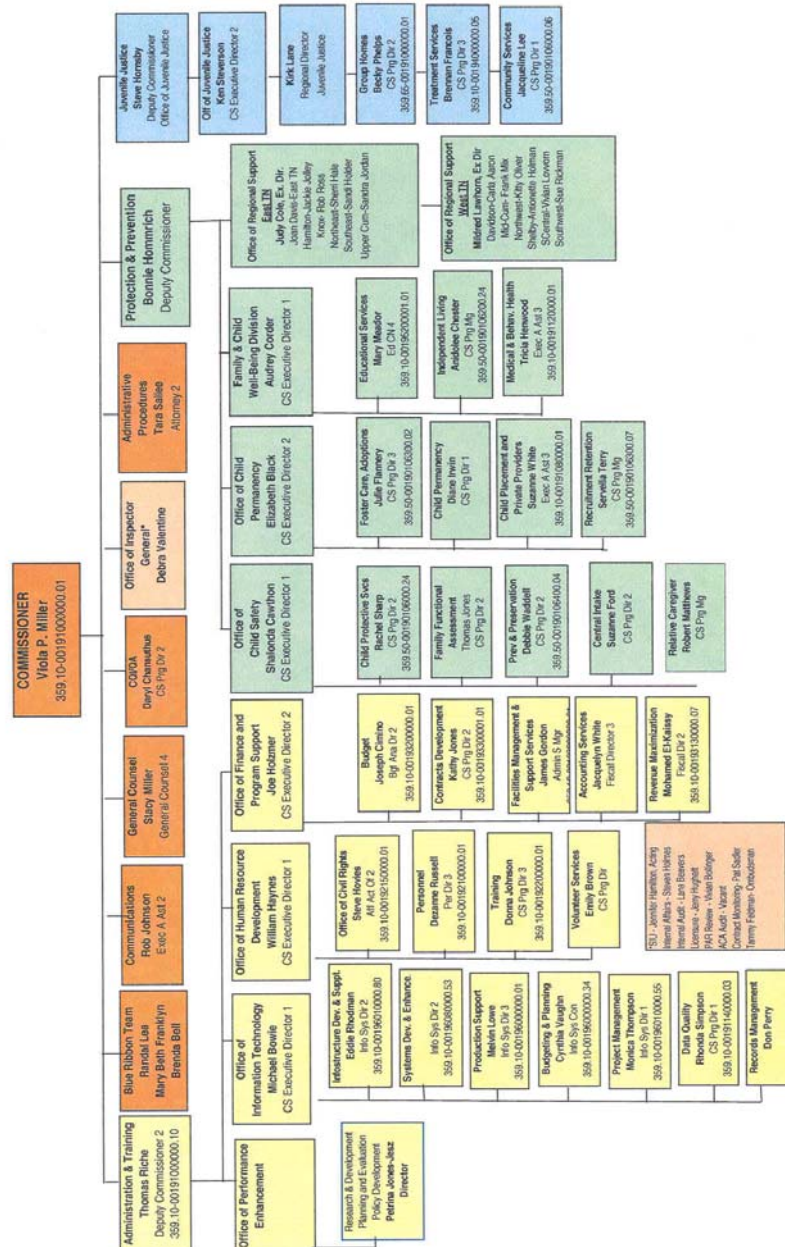
not excuse the employer, the employee, or any other person from compliance with the provisions of this program.

- b. Compliance with any provisions of this program or any standard, rule, regulation, or order issued pursuant to this program shall not excuse the employer, the employee, or any other person from compliance with and law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

A handwritten signature in black ink, reading "William Brice Poteete", written over a horizontal line.

William Brice Poteete, Departmental Safety Director/Officer

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN -- APPENDIX I



OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN -- APPENDIX II

SAFETY ORGANIZATIONAL CHART

RECORDING KEEPING DEPARTMENTAL RESPONSIBILITY: William Brice Poteete, 615-741-8426
Curtis Johnson, 615-253-0028, Alternate

ADDRESSES AND CONTACTS FOR DCS OFFICES:

INSTITUTIONS

Woodland Hills YDC

3965 Stewarts Lane
Nashville, Tennessee 37243-1297
Contact: Aaron Parker
Phone: (615) 532-2017

New Visions YDC

3981 Stewarts Lane
Nashville, Tennessee 37210
Contact: Aaron Parker
Phone: (615) 532-2017

Wilder YDC

13870 Highway 59
P.O. Box 639
Somerville, Tennessee 38068
Contact : Tina Curtis
Phone : (901) 465-7359 x 308

Taft YDC

Route 4, Box 400
Pikeville, Tennessee 37367
Contact: J.T. Myers
Phone: (423) 881-4575

Mountain View YDC

809 Peal Lane
Dandridge, Tennessee 37725
Contact: Lonnie Plefre
Phone: (865) 397-0174 x 550

COUNTY	CITY	STREET ADDRESS1	CONTACT NAME	CONTACT PHONE	# of Staff
1- Anderson	Clinton	182 Frank L. Diggs Dr.	Karen Johnson	(865)425-4548	110
2- Benton	Camden	216 Hwy 641North	Toni Murphy	(731)644-7376	2
3- Bledsoe	Pikeville	323 Rockford Road	Mary R. Jones	(423)493-5935	2

4-	Blount	Maryville	305 Home Avenue 2703 Commerce	Gwen Jones	(865)981-2366	34
5-	Bradley	Cleveland	Dr. NW 175 Industrial Court	Mary R. Jones	(423)493-5935	55
6-	Bradley	Cleveland	SW	Ginger Farmer	(423)478-0342	11
7-	Campbell	LaFollette	2221 Jacksboro Pk	Sue Nance	(423)566-9600	36
8-	Cannon	Woodbury	325 Bryant Lane	Donna Nichols	(615)563-4051	1
9-	Carroll	Huntingdon	20810 Main Street	Beverly Pierpoint	(731)364-3149	15
10-	Carter	Elizabethton	206 Cherokee Park Dr.	Amos Stevens	(423)547-5813	17
11-	Carter	Elizabethton	150 Hatcher Lane	Tiffany Roland	(423)543-1871	12
12-	Cheatham	Ashland City	286 Frey Street	Joanna Wooden	(615)792-4306	19
13-	Chester	Henderson	525 N.Church St.	Jerry Wiggins	(731)423-5789	18
14-	Claiborne	Tazewell	1720 Church Street	Karen Johnson	(865)425-4548	16
15-	Clay	Celina	200 East Lake Ave.	Loni Holloway	(931)646-4059	Presence
16-	Cocke	Newport	355 E. Broadway	Karen Johnson	(865)425-4548	15
17-	Coffee	Tullahoma	151 Freeman Street	Anita Brown	(931)380-2587	55
18-	Coffee	Tullahoma	264 Hawkersmith Rd.	Jenny Threet	(931)454-1926	12
19-	Crockett	Alamo	169 Cherry St.	Beverly Pierpoint	(731)364-3149	Presence
20-	Cumberland	Crossville	32 Daniels Street Nix 3-1272 Foster	Jim Hunter	(931)646-3000	0
21-	Davidson	Nashville	Ave. Nix 1-1268 Foster	Debra Valentine		5
22-	Davidson	Nashville	Ave. Nix 3-1272 Foster	Vivian Bollinger		2
23-	Davidson	Nashville	Ave.	Karen Davenport		5

24-	Davidson	Nashville	Nix 2-1274 Foster Ave.	Steve Holmes		8
25-	Davidson	Nashville	Nix 1-1268 Foster Ave.	Lisa Myers		3
26-	Davidson	Nashville	Menzler 3-1276 Foster	Steve Hovies		6
27-	Davidson	Nashville	Menzler 3-1276 Foster	Donna Johnson		9
28-	Davidson	Nashville	1242 Foster Ave., Old Staff Apt. Bldg. 1	Brice Poteete Curtis Johnson	(615)741-8426	2
29-	Davidson	Nashville	1234 Foster Ave., Old Print Shop			0
30-	Davidson	Nashville	1242 Foster Ave., Old Staff Apt. Bldg. 1	Ken Herman	(615)253-5989	5
31-	Davidson	Nashville	1244 Foster Ave., Old Staff Apt. Bldg. 2	Ken Herman	(615)253-5989	5
32-	Davidson	Nashville	Menzler 2-1282 Foster	Mary Meador		9
33-	Davidson	Nashville	14th Fl. Andrew Jackson Bldg.	Eddie Rhodman	(615)509-3030	86
34-	Davidson	Nashville	436 6th Ave. North 7th Fl., Cordell Hull Bldg.	Judy Forehand Lillian Nagl	(615)741-5534	293
35-	Davidson	Nashville	Sills 2-1288 Foster Ave.	Suzanne Ford		17
36-	Davidson	Nashville	Sills 3-1286 Foster Ave.	Suzanne Ford		18
37-	Davidson	Nashville	Sills 4-1284 Foster Ave.	Suzanne Ford		17
38-	Davidson	Nashville	Sills 1-1290 Foster Ave.	Suzanne Ford		18
39-	Davidson	Nashville	Nix 4-1270 Foster Ave.	Debra Valentine		8
40-	Davidson	Nashville	287 Plus Park Blvd.	Faye Head	(615)382-2407 x134	62
41-	Davidson	Nashville	289 Plus Park Blvd., Suite 100	Faye Head	(615)382-2407 x134	68
42-	Davidson	Nashville	535 Metroplex Dr.	Eddie Rhodman	(615)509-3030	60
43-	Davidson	Nashville	539 Metroplex Dr.	Eddie Rhodman	(615)509-3030	18

44-	Davidson	Nashville	1158 Foster Ave.	Debbie Kittrell	(615)832-5454	37
45-	Davidson	Nashville	900 2nd Avenue N. Menzler 4-1278	Carla Aaron		200
46-	Davidson	Nashville	Foster Menzler 1-1280	Carla Aaron		11
47-	Davidson	Nashville	Foster	Lane Simpson	(615)253-0027	11
48-	Davidson	Nashville	2412 Plum Street- NTC/Tallman	Wendy Ogburn	(615)532-2237	13
49-	Davidson	Nashville	2416 Plum Street- NTC/Odom	Wendy Ogburn	(615)532-2237	No DCS employees
50-	Decatur	Decaturville	669 Main St./Hwy 100	Jerry Wiggins	(731)423-5789	3
51-	Dekalb	Smithville	715 Walker Street	Loni Holloway	(931)646-4059	Presence
52-	Dickson	Dickson	222 State Drive	Patty Oldham	(615)441-6204	40
53-	Dyer	Dyersburg	1979 St. John Ave.	Beverly Pierpoint	(731)364-3149	29
54-	Fayette	Somerville	108 Kay Drive	Jerry Wiggins	(731)423-5789	9
55-	Fayette	Somerville	240 Armory Drive	Linda Powell/Elaina Norman/Monica Hardaway	(901)466-1381	
56-	Fentress	Jamestown	240 Colonial Circle	Loni Holloway	(931)646-4059	Presence
57-	Franklin	Winchester	2160 Cowan Highway	Linda Ballard	(931)962-1156	24
58-	Gibson	Trenton	802 Gibson Road	Beverly Pierpoint	(731)364-3149	21
59-	Giles	Pulaski	631 E. Madison St.	Anita Brown	(931)380-2587	16
60-	Greene	Greeneville	130 Serral Drive	Ernie Murray	(423)787-2562	27
61-	Grundy	Tracy City	606 Highway 41 N. Orchard Road	Brenda Parks	(931)592-9235	15
62-	Hamblen	Morristown	1108 Gateway Sv Pk	Sherry Horner	(423)318-6803	82
63-	Hamilton	Chattanooga	744 McCallie Avenue	Kathleen Wallace	(423)634-7186	6
64-	Hamilton	Chattanooga	744 McCallie Avenue	Kathleen Wallace	(423)634-7186	18
65-	Hamilton	Chattanooga	1501 Riverside Drive	Mary R. Jones	(423)493-5935	46

66-	Hamilton	Chattanooga	1304 McCallie Ave.	Jackie Jolley	(423)634-3490	35
67-	Hamilton	Chattanooga	311 ML King Blvd.	Jackie Jolley	(423)634-3490	91
68-	Hamilton	Chattanooga	540 McCallie Avenue, 3rd Floor	Jackie Jolley	(423)634-3490	42
69-	Hamilton	Chattanooga	540 McCallie Avenue, 3rd Floor	Jackie Jolley	(423)634-3490	8
70-	Hamilton	Chattanooga	540 McCallie Avenue, 5th Floor	Jackie Jolley	(423)634-3490	8
71-	Hancock	Sneedville	111 Campbell Dr.	Ernie Murray	(423)272-6479	4
72-	Hardeman	Bolivar	795 Tennessee St.	Jerry Wiggins	(731)423-5789	19
73-	Hardin	Savannah	1035 Wayne Road	Jerry Wiggins	(731)423-5789	13
74-	Hawkins	Rogersville	4017 Hwy 66 South	Ernie Murray	(423)272-6479	24
75-	Haywood	Brownsville	1199 S. Dupree St.	Jerry Wiggins	(731)423-5789	7
76-	Henderson	Lexington	37 College Dr.	Jerry Wiggins	(731)423-5789	13
77-	Henry	Paris	Suite A 1023 Mineral Wells	Toni Murphy	(731) 644-7376	20
78-	Hickman	Centerville	108 Progress Center Plaza, Highway 100	Anita Brown	(931)380-2587	10
79-	Houston	Erin	500 West Main	Patty Oldham	(615)441-6204	2
80-	Humphreys	Waverly	1207 Hwy 70 West	Patty Oldham	(615)441-6204	8
81-	Jackson	Gainesboro	745 S. Grundy Quarles	Gerald Willdford	(931)405-1046	17
82-	Jefferson	Jefferson City	277-B West Old AJ Hwy	Steve Holmes	(615)741-9189	3-5
83-	Jefferson	New Market	613 West Highway 11 E	Karen Johnson	(865)425-4548	25
84-	Johnson	Mountain City	150 East Main Street	Linda Greer	(423)952-6075	3
85-	Knox	Knoxville	2700 Middlebrook Pk	Rob Ross	(865)594-7101	25
86-	Knox	Knoxville	3712 Middlebrook Pk	Rob Ross	(865)594-7101	16
87-	Knox	Knoxville	413 Northshore Drive	Marcus Hill	(865)594-7091	45
88-	Knox	Knoxville	531 Henley Street	Rob Ross	(865)594-7101	1
89-	Knox	Knoxville	531 Henley Street	Rob Ross	(865)594-7101	98

90-	Knox	Knoxville	3720 Middlebrook Pk. 660 Carl Perkins Pky	Lea Mandle	(865)594-6504	13
91-	Lake	Tiptonville	State Route 78	Beverly Pierpoint	(731)364-3149	1
92-	Lauderdale	Ripley	421 S. Washington	Jerry Wiggins	(731)423-5789	22
93-	Lawerence	Lawrenceburg	2362-2364 Springer Road	Anita Brown	(931)380-2587	15
94-	Lewis	Hohenwald	35 Smith St.	Anita Brown	(931)380-2587	11
95-	Lincoln	Fayetteville	2221 Thornton-Taylor	Anita Brown	(931)380-2587	0
96-	Louden	Lenoir City	485 Pine Top Street	Shirley Heifner	(865)988-0398	20
97-	Macon	Lafayette	315 Hwy 52E Bypass	Loni Holloway	(931)646-4059	0
98-	Madison	Jackson	225 M.L. King	Jerry Wiggins	(731)423-5789	147
99-	Madison	Jackson	235 N. Highland Ave.	Rosie Trigg	(731)423-6654	12
100-	Marion	Jasper	4926 Main Street	Mary Earp	(423)942-3485	21
101-	Marshall	Lewisburg	1204 Nashville Hwy	Anita Brown	(931)380-2587	0
102-	Maury	Columbia	1400-1500 College	Anita Brown	(931)380-2587	103
103-	McMinn	Athens	1008 Knight Road	Carol Plemons	(423)744-2804	31
104-	McNairy	Selmer	855 E. Poplar, Hwy64	Jerry Wiggins	(731)423-5789	8
105-	Meigs	Decatur	17619 Hwy 58, Suite D	Robbie Easterly	(423)493-5939	2
106-	Monroe	Madisonville	123 Pedigo Road	Kay McDaniel	(423)442-3641	19
107-	Monroe	Madisonville	255 Wayman Road	Connie Sloan	(423)442-7411	12
108-	Montgomery	Clarksville	350 Pageant Lane	Amelia Wallace	(615)503-3253	96
109-	Morgan	Wartburg	1326 Knoxville Hwy.	Karen Johnson	(865)425-4548	9
110-	Obion	Union City	1416 Stad Avenue	Beverly Pierpoint	(731)364-3149	10

111-	Obion	Union City	201 W. Main St., Suites A & B	Beverly Pierpoint	(731)364-3149	10
112-	Overton	Livingston	809 N. Church Street	Sue Sells	(931)823-5890	17
113-	Perry	Linden	113 Factory Street	Anita Brown	(931)380-2587	0
114-	Pickett	Byrdstown	8816 Highway 111	Jim Hunter	(931)646-3038	Presence
115-	Polk	Benton	7118 Hwy 411 N.	Mary R. Jones	(423)493-5935	5
116-	Putnam	Cookeville	1300 Salem Drive	Jim Hunter	(931)646-3000	115
117-	Putnam	Cookeville	417 E. Broad Street	Jim Hunter	(931)646-3000	20
118-	Putnam	Cookeville	255 Kacie Avenue	Joel Player	(931)526-8610	12
119-	Rhea	Dayton	111 Fourth Ave.	Susan Maddux	(423)775-2852	15
120-	Roane	Kingston	795 Larry Byrd Rd.	Lois Long	(865)376-3423	20
121-	Robertson	Springfield	812 South Brown St.	Kim Moore	(615)382-2407	30
122-	Rutherford	Murfreesboro	123 N. Maple St.	Faye Head Cindy Hamilton	(615)382-2407 x134 (615)225-5200 (615)382-2407	15
123-	Rutherford	Murfreesboro	434 Jayhawk Court	Faye Head	x134	73
124-	Scott	Huntsville	104 Fire Hall Drive	Shawna Bertram	(423)663-4119	10
125-	Sequatchie	Dunlap	1845 Old York Hwy E.	Meagen Brown	(423)949-8284	8
126-	Sevier	Sevierville	115 Allensville Road	Carmen Chandler	(865)429-7012	35
127-	Sevier	Sevierville	935 Cedar Lane	Karen Johnson	(865)425-4548	2
128-	Shelby	Memphis	1925 S. Third St.	Laura Perry	(901)578-4028	129
129-	Shelby	Memphis	1991 Corporate Ave.	Laura Perry	(901)578-4028	79
130-	Shelby	Memphis	305 North Bellevue	Monica Hardaway Elaina Norman Linda Powell	(901)356-2648 M cell (901)466-1381 Somerville	4
131-	Shelby	Memphis	170 N. Main St	Laura Perry	(901)578-4028	192
132-	Shelby	Memphis	3951 Covington Pike	Terry Markle	(901)543-7943	16

133-	Smith	Carthage	105 Eatherly Landing	Loni Holloway	(931)646-4059	9
134-	Smith	Carthage	117 Eatherly Landing	Loni Holloway	(931)646-4059	27
135-	Stewart	Dover	1011 Spring Street	Chris Bible	(931)503-3200	1
136-	Sullivan	Blountville	1588-B State Rt. 37	Chris Coleman	(423)279-3262	10
137-	Sullivan	Bristol	2193 Feathers Chapel Rd.	Angie Light	(423)279-1465	14
138-	Sullivan	Kingsport	707 North Eastman Rd.			
139-	Sumner	Gallatin	393 Maple Street	Frank Mix	(615)451-5855	42
140-	Tipton	Covington	230 Industrial Rd.	Jerry Wiggins	(731)423-5789	25
141-	Unicoi	Erwin	724 Ohio Ave.US19	Amos Stevens	(423)547-5813	Presence
142-	Union	Maynardville	1401 Main Street	Karen Johnson	(865)425-4548	9
143-	Union	Maynardville	130 Veterans Street	Karen Johnson	(865)425-4548	0
144-	VanBuren	Spencer	145 Spring Street	Jerry Burton	(931)646-4069	Presence
145-	Warren	McMinnville	1200 Belmont Drive	Melba Moonyham	(931)473-1524	29
146-	Warren	McMinnville	800 Sparta St.	Jim Hunter	(931)646-3000	6
147-	Washington	Johnson City	2557 Plymouth Rd.	Frank Horne	(423)952-6000	42
148-	Washington	Johnson City	2555 Plymouth Rd.	Ray Lyons	(423)952-6095	102
149-	Washington	Johnson City	208 Quarry Road	Betsy Brown	(423)929-8101	12
150-	Washington	Johnson City	200 Quarry Road	Betsy Brown	(423)929-8101	0
151-	Washington	Johnson City	210 Quarry Road	Betsy Brown	(423)929-1098	20
152-	Wayne	Waynesboro	540 Hwy 64 East	Anita Brown	(931)380-2587	12

153-	Weakley	Dresden	8714 Hwy. 22	Beverly Pierpoint	(731)364-3149	8
154-	Weakley	Dresden	8600 Hwy.22	Beverly Pierpoint	(731)364-3149	44
155-	White	Sparta	(E.Capitol Dr./Rt. 22)	Jim Hunter	(931)646-3038	24
156-	Williamson	Franklin	620 Roosevelt Dr.	Angela Johnson	(615)790-5529	11
157-	Williamson	Franklin	203-A Beasley Drive	Angela Johnson	(615)790-5529	10
158-	Wilson	Lebanon	203-B Beasley Drive	Faye Head	(615)382-2407 x134	38
			217 East High Street			

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN -- APPENDIX III

NOTICE TO ALL EMPLOYEES OF The Department of Children's Services.

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee's workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and job site inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the **Commissioner of the Department of Children's Services**.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this program, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this program.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before **Department of Children's Services Personnel Director** for assistance in obtaining relief and/or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program for the Employees of **The Department of Children's Services** available for inspection by any employee at the **Division of Facilities Management and Support Services, 7th Floor, Cordell Hull Building, Nashville, Tennessee** during regular office hours and our DCS Website.



Viola P. Miller, Commissioner

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY – APPENDIX IV

Be assured that **the Department of Children's Services** has resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program and to comply with standards.

ACCIDENT REPORTING PROCEDURES -- APPENDIX V

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor or the administrative head of the accident within seventy-two (72) hours after the accident occurred (four (4) hours in the event of accidents involving a fatality or the hospitalization of three (3) or more employees).

Since a Workers' Compensation Form 6A or OSHA NO. 301 Form must be completed, all reports submitted in writing to the **facility or Office OSHA Compliance Officer**, responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

MAJOR HARZARD AREAS – APPENDIX VI.

The major hazard areas in the Department of Children's Services are within our youth development centers, group homes and maintenance operations. Ongoing monitoring by facility staff are conducted to identify potential problems and perform the necessary corrective action.

These areas include:

1. Walking Surfaces
2. Means of Egress
3. Hazardous Materials and Chemicals
4. Use of Personal Protective Equipment
5. Sanitation
6. Permit-required Confined Spaces
7. Control of Hazardous Energy (lockout-tagout)
8. Fire Protection
9. Compress Gas
10. Materials Handling and Storage
11. Machine Guarding
12. Hand and Portable Tools
13. Welding
14. Electrical
15. Bloodborne Pathogens